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Arnold Schwarzenegger
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MEMORANDUM

TO: Michael H. Scheible
Deputy Executive Officer

FROM: Tony Dickerson, Chairperson
Equal Employment Opportunity Advisory Committee (EEOAC)

DATE: March 18, 2004

SUBJECT: ANNUAL REPORT - 2003 EEOAC ACCOMPLISHMENTS

It is my pleasure to report the highlights of the EEOAC during the 2003 calendar year. As 2003 goes down in history as "the year of the recall" the EEOAC was able to organize and present the following accomplishments for the year.

Committee Highlights

- During 2003 there were a few changes in membership. Some existing members left and new members joined to give the committee a total of 10 members.
- In May 2003, Catherine Witherspoon, ARB's Executive Officer visited the committee during our regular meeting.
- An important and successful goal for the committee was to provide EEOAC minutes on the EEOAC webpage.
- Lastly, the committee setup a list serve to allow interested staff to automatically receive EEOAC agendas and notices.

"Respect and Professionalism in the Workplace"

El Monte - February 4, 2003
Sacramento - March 4, 2003

In order to increase awareness and education regarding sexual harassment prevention and professionalism and respect in the workplace, a one-half day training session was conducted in both El Monte and Sacramento.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

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The presenter was Jennifer Brown Shaw, an attorney with Jackson Lewis Schnitzler and Krupman. Ms. Shaw specializes in public and private employment law. Her practice includes advising clients, performing investigations, training and civil litigation.

The EEOAC supported and assisted in this ASD sponsored event.

"Coping with Downsizing and Job Loss"

El Monte - August 27, 2003
Sacramento - August 20, 2003

As a fallout to California's 2003 multi-billion dollar budget deficit situation there was some uneasy times for a number of ARB staff. All ARB staff felt the pains as surplus notices were issued for a handful of ARB staff. In an effort to provide assistance in coping with these issues, EEOAC sponsored a workshop to aid staff.

Objectives of the workshop were:

- Describe coping strategies and techniques
- Review tips for dealing with downsizing/job loss stress
- Identify support systems
- Identify common stress reactions to downsizing/job loss
- Identify job change as a time for new opportunities
- For supervisors - Manage others during downsizing

Disability Awareness Month

Sacramento - October 21, 2003

On October 2, 2003, the Sacramento Cal/EPA Headquarters Disability Awareness Event was held. There were approximately 30 organizations that attended supplying information to Cal/EPA headquarters staff and also members from the public. The daylong event provided many hours of sharing information on topics relating to Professional Development, Accessibility Aids, Disability Issues and Employment Resources.

El Monte - 2003

No event was held as the suggestion of the EEOAC's El Monte members due to construction and non-availability of location to hold event.

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We look ahead to 2004 as yet another year of challenges for the EEOAC. If you have any questions or comments about our activities, please feel free to call me at (626) 459-4350.

cc: Gayle Yost, ARB Equal Employment Opportunity Officer
EEOAC members